

# CAMBRIDGE | RIVER ARTS | FESTIVAL

## Cambridge Arts River Festival Community Table Guidelines

Greetings!

The Cambridge Arts Council is planning it's the 2018 *Cambridge River Festival*, **Saturday, June 2<sup>nd</sup>, 2018** from 11am to 6pm and *would like to invite your organization to get involved.*

As always, we are excited about producing this celebration of the arts. At the festival site, Cambridge Arts hosts a designated area for local arts and cultural organizations, community groups, and other Cambridge-based nonprofit organizations to hold small demonstrations and promote their programs and events.

The guidelines for participation are as follows:

- 1) Your group *must* be a **nonprofit** organization.
- 2) Space is free of charge, but you ***need to bring your own set-up including table and chairs.***
- 3) Your table/booth ***must be hosted*** by a live person familiar with your organization ***throughout the day*** to provide information and interact with festival-goers.
- 4) Due to licensing guidelines, you will ***not be allowed to sell*** anything at the festival.
- 5) Samples of the materials you will be distributing ***must be submitted*** with the application. We will need to review and approve all materials and promotional items prior to the festival.
- 6) Demonstrations are allowed but must be described in your application along with space requirements and are subject to approval.

Please note that there is always a high demand for Community Tables at the *Cambridge River Festival* and space is limited. Preference will be given to arts and cultural groups and Cambridge-based organizations. Spaces will be assigned on a first come-first serve basis.

Please return the completed form, found on the reverse of this letter, and your collateral materials to Cambridge Arts **no later than 5pm on Friday, May 11, 2018**. We will be in touch within two weeks receipt of your application (and no later than **Friday, May 25**) to let you know if we have space to accommodate you.

If you have any questions, feel free to contact us at 617-349-4380 or via e-mail at [CRF\\_Community\\_Tables@cambridgeMA.gov](mailto:CRF_Community_Tables@cambridgeMA.gov)

Thank you!

Julie Barry  
Director of Community Arts  
Cambridge River Festival  
Cambridge Arts Council  
344 Broadway, 2<sup>nd</sup> FL  
Cambridge MA 02139

# CAMBRIDGE ARTS | RIVER FESTIVAL

## The Cambridge Arts River Festival Community Table Application Saturday, June 2, 2018 11am-6pm

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ORGANIZATION

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CONTACT NAME

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PHONE NUMBER

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EMAIL ADDRESS

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ADDRESS

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CITY, STATE & POSTAL CODE

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ORGANIZATION WEBSITE

Please provide a description of the organization and the proposed activity in the space provided below:

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Please return this application and samples of materials to be distributed at the festival to Cambridge Arts no later than May 11, 2018.

RETURN TO:  
Cambridge Arts Council  
Att: Cambridge Arts River Festival Community Tables  
344 Broadway, 2nd Floor  
Cambridge, MA 02139